



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEONARD WOOD
320 MANSCEN LOOP STE 120
FORT LEONARD WOOD, MISSOURI 65473-8929

IMNW-LNW-PA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Command Policy #08-2005, Post Marquee

1. REFERENCES. AR 600-20, 13 June 2002, Army Command Policy.
2. PURPOSE. To establish the U.S. Army Maneuver Support Center and Fort Leonard Wood Post Marquee Policy.
3. POLICY/PROCEDURES. Any unit, organization, or agency on Fort Leonard Wood may submit announcements to the Public Affairs Office (PAO) for posting on one or both of the Post Marquees. A marquee is located at the intersection of Missouri and North Dakota Avenues, while the other is located in the Sverdrup Gate in- and out-bound lanes median. Announcements must be of interest to or affect the majority of the post population. Announcements will be accepted from off-post, non-profit organizations that do not discriminate on the basis of race, color, religion, sex, national origin, age, and/or mental/physical handicap on a space-available basis only, if their activities are of interest and open to post personnel. No commercial or personal messages will be displayed.
 - a. Requests must be submitted in written or electronic message form and must include the event, date, time, location, preferred display dates, event telephone information number (if any), and name and telephone number of the point of contact (POC). Requests must be as brief as possible, due to the display space limitations of both marquees. There is no room for full sentences or multiple themes per requests. Due to space limitations, no requests will be accepted to announce multiple activities for an event over a sustained period.
 - b. PAO must receive request at least 5 days before requested display date. Written responses may be:
 - (1) hand-delivered to Building 312, Room 21; or
 - (2) sent through distribution to ATZT-PAO (ATTN: Marquee); or
 - (3) sent by e-mail to atztpao@wood.army.mil with the subject "Marquee"

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c. Official military, brigade level or higher, activities such as changes of command, unit arrivals or departures normally will take priority. All other messages from on-post activities will be prioritized by date of receipt by PAO. PAO will notify the POC as soon as possible if any marquee request cannot be supported.

d. PAO reserves the right to edit messages for clarity and/or brevity. Requests for marquee messages should not be included or combined with requests intended for the GUIDON, the post's command access channels or outside media.

4. SUPERSESSION. This policy supersedes the previous command policy #17-02, Post Marquee, dated 11 July 2002 and is in effect until superseded or rescinded.

5. PROPONENCY. The proponent of this command policy is the Public Affairs Office, 563-2097.

J.C. ABNEY
Colonel, MP
Commanding

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Companies, Detachments, Tenant Units,
Directorates and Personal Staff Offices